Cyngor Cymuned Cilybebyll
Cilybebyll Community Council

Minutes of the Annual Meeting of Council held in Alltwen Community Centre and on *Zoom* on Tuesday 2nd May 2023 at 6:30pm

Presiding Councillor L Rees & Councillor D Jones

Present Councillors J Pugh, A Melen, D Atkins, R Lewis, M Spooner, N Jenkins, A Richards, D Baker, S Atkins (online)

Apologies Councillors M Hutchings, S Hart

16 DECLARATIONS OF INTEREST

Cllr M Spooner declared an interest in item 11c due to her capacity as a Governor at Rhos Primary School.

17 APPOINTMENT OF CHAIRPERSON

RESOLVED that Councillor D Jones be appointed Chairperson for 2023-24. Councillor D Jones will sign and return the Declaration of Acceptance of the Office of Chairperson to the Clerk as soon as possible.

Cllrs A Melen and D Jones thanked Cllr L Rees for all of his work as Chair in 2022-23. Members agreed.

18 APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED that Councillor S Atkins be appointed Vice-chairperson for 2023-24. Councillor S Atkins will sign and return the Declaration of Acceptance of the Office of Vice-chairperson to the Clerk as soon as possible.

19 AMENDMENT OF TERMS OF REFERENCE AND APPOINTMENT OF FINANCE AND DEVELOPMENT COMMITTEE

RESOLVED that the Terms of Reference for the Finance and Development Committee be amended to state Chair, Vice-chair and 3 Councillors. RESOLVED that Councillors D Atkins, M Spooner and L Rees be appointed to the Finance and Development Committee for 2023-24 along with Chair and Vice-chair.

20 STANDING ORDERS

RESOVED that the Council's Standing Orders be adopted.

21 FINANCIAL REGULATIONS

RESOLVED that the Council's Financial Regulations be adopted.

22 MEMBERS CODE OF CONDUCT

RESOLVED that the Members Code of Conduct be adopted by Council without amendment.

23 REQUESTS FOR FINANCIAL ASSISTANCE

RESOLVED that all requests for financial assistance be considered at the October and April meetings of Council.

24 OPEN FORUMS

RESOLVED that Council to convene two Open Forum meetings during the year, in October and April. RESOLVED that Forums should be held once in Alltwen Community Centre and once in Rhos Community Centre each year.

25 AREA COMMITTEE REPRESENTATIVES

a) **Neath Port Talbot Area Committee of One Voice Wales**: RESOLVED that Council be represented by the Chairperson and in Chairpersons absence, Vice-chairperson.
b) **Neath Port Talbot County Borough Council / Community Councils Liaison Committee**: RESOLVED that Council be represented by the Chairperson and in Chairpersons absence, Vice-chairperson.
c) **School Governing Bodies at Alltwen and Rhos Primary Schools**:
    i) Alltwen Primary: A Melen
    ii) Rhos Primary: M Spooner, D Jones

26 MEMBERSHIP OF ORGANISATIONS

RESOLVED that the Council's membership *o*f the Neath Port Talbot Council for Voluntary Services and Campaign for the Protection of Rural Wales be renewed.

27 FINANCIAL REPORT 2023-24

The Clerk presented a Financial Report for the year ending 31 March 2023.

The Clerk presented bank balances for each of the council's accounts. She explained that Council's reserves were £76,032.21. £57,499.99 of this should be allocated to reserves i.e., 6 months running costs. Clerk explained that the remainder of £18,532.22 could be put towards Capital Projects e.g., a new roof for Rhos Community Centre. Members were pleased with this. RESOLVED noted.

RESOLVED that the financial report 2022-23 be approved.

28 RISK ASSESSMENT

RESOLVED that 2 items be added to the risk assessment:
1. Escalating financial costs due to utility bills etc.
2. Management Committee.

RESOLVED that the remainder of the council risk assessment be adopted.

29 MEMBER REMUNERATION

Chair reported that the remuneration had been increased for 2023-24 to £156 per annum plus an additional payment of £52 for consumables.

RESOLVED that –

- The Clerk prepare 'opt out' forms regarding Member Payments of £156 and liaise with all Members on their personal decisions accordingly.
- A Chairperson's allowance in the sum of £400.00 be paid in 2023-24 in accordance with current practice.
- Requirements with regards to publication be adhered to and relevant payments be made as soon as practicable in the financial year.

The meeting ended at 7.05 pm.

Signed Dated 06 June 2022